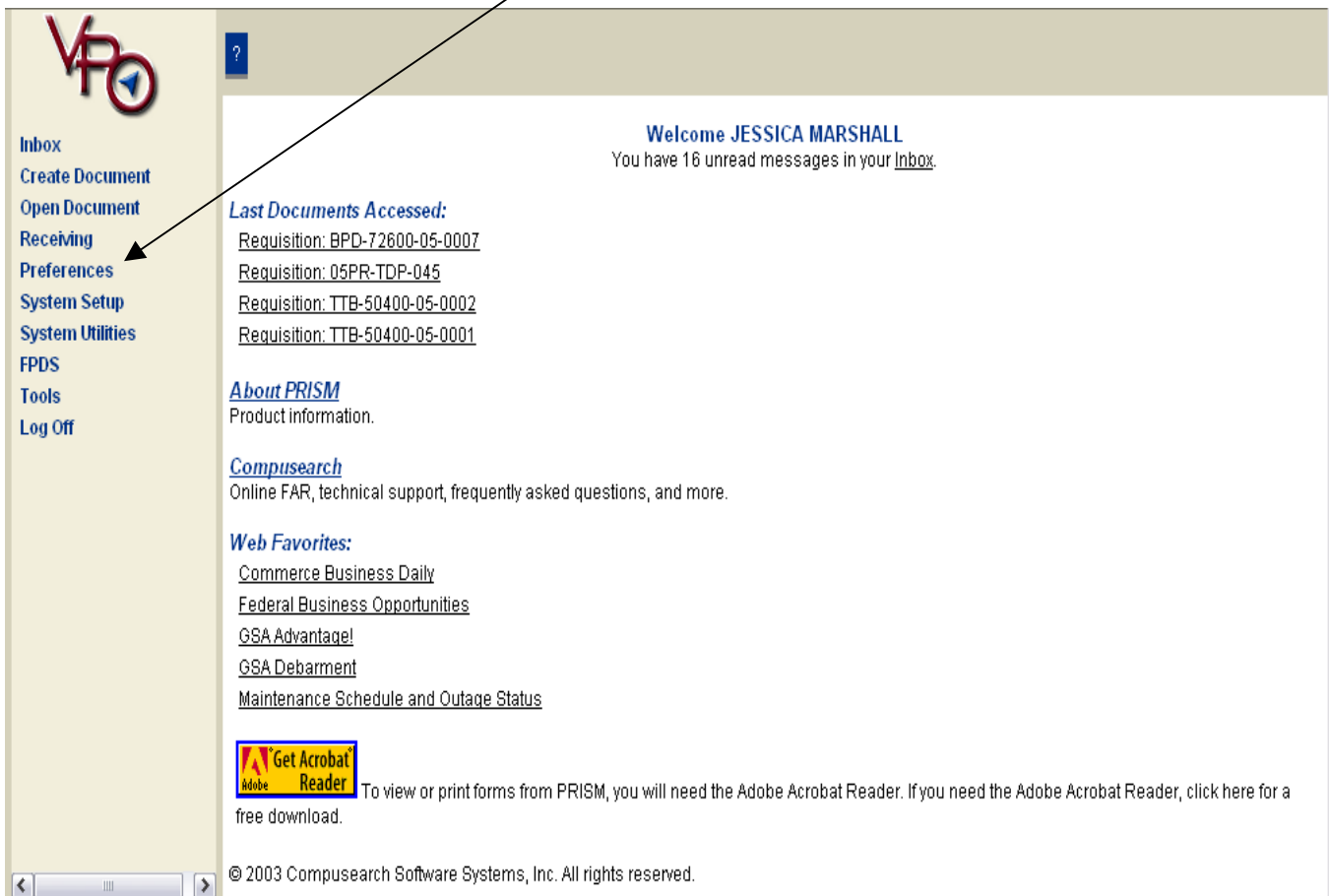


Federal Procurement Data System-Next Generation (FPDS-NG) Quick Reference Guide **Setup**

SETUP IN PRISM

Log into Prism.

Click **Preferences** on your Welcome Page.



VPFO

Welcome JESSICA MARSHALL
You have 16 unread messages in your [Inbox](#).

Last Documents Accessed:
[Requisition: BPD-72600-05-0007](#)
[Requisition: 05PR-TDP-045](#)
[Requisition: TTB-50400-05-0002](#)
[Requisition: TTB-50400-05-0001](#)

About PRISM
Product information.

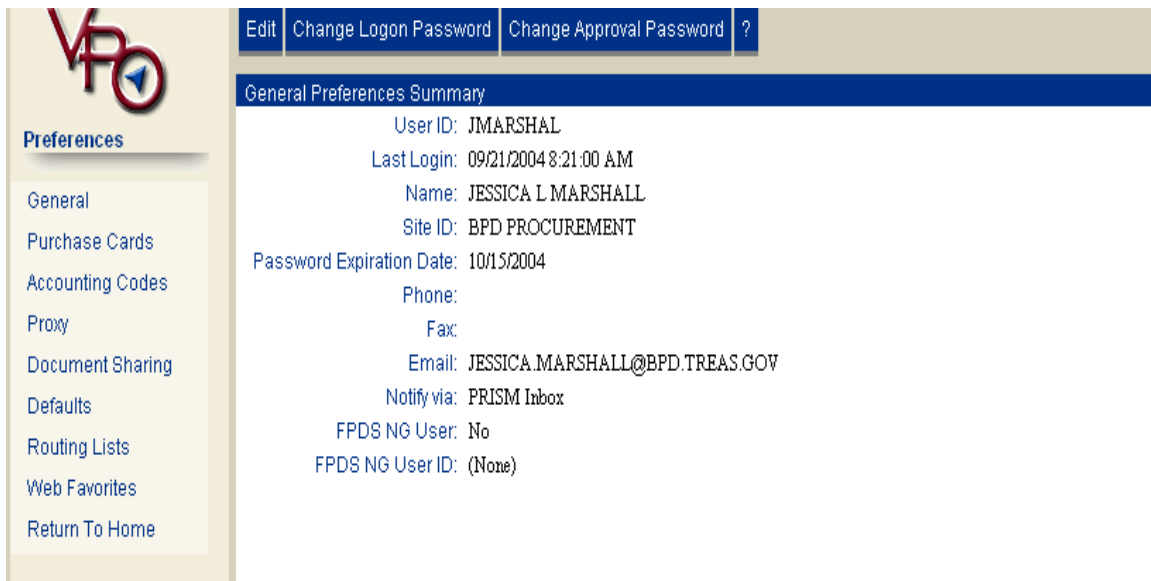
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Get Acrobat Reader
To view or print forms from PRISM, you will need the Adobe Acrobat Reader. If you need the Adobe Acrobat Reader, click here for a free download.

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Click **Edit**.



The screenshot shows a web application interface for 'VFO'. On the left is a 'Preferences' sidebar with a list of links: General, Purchase Cards, Accounting Codes, Proxy, Document Sharing, Defaults, Routing Lists, Web Favorites, and Return To Home. The top navigation bar contains buttons: 'Edit', 'Change Logon Password', 'Change Approval Password', and a question mark. The main content area is titled 'General Preferences Summary' and displays user information for 'JMARSHAL'. The 'FPDS NG User' field is currently set to 'No'.

General Preferences Summary	
User ID:	JMARSHAL
Last Login:	09/21/2004 8:21:00 AM
Name:	JESSICA L MARSHALL
Site ID:	BPD PROCUREMENT
Password Expiration Date:	10/15/2004
Phone:	
Fax:	
Email:	JESSICA.MARSHALL@BPD.TREAS.GOV
Notify via:	PRISM Inbox
FPDS NG User:	No
FPDS NG User ID:	(None)

Put a check mark in the **FPDS NG User** field
AND fill out the **FPDS NG User ID** field.
The User ID should be the same as your email address.



Click Submit to save your data.

General Preferences Edit

User ID: JMARSHAL
Last Login: 09/21/2004 8:21:00 AM
Name: JESSICA L MARSHALL
Site ID: BPD PROCUREMENT
Password Expiration Date: 10/15/2004

Phone:
Fax:
Email:
Notify via:

→ FPDS NG User: ☐
→ FPDS NG User ID:

When finished click **Submit**.

You are now setup in Prism to use FPDS-NG.